



Paul Knight
By email

Reference: FOI-2019-877

15 January 2020

Dear Mr Knight,

Your request was received on 18 December 2019 and I am dealing with it under the terms of the Freedom of Information Act 2000 ('the Act').

You asked:

- 1) please can you send me a copy of the current subject access request acknowledgment AND response letter that you use*
- 2) a copy of the last 5 dpias completed*
- 3) a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media*
- 4) a copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years*
- 5) a list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?*

Taken as a whole, your request is refused under section 12(1) of the Act. While some of your questions relate to materials held or generated by central offices, others (especially questions 4 and 5) refer information that would additionally be held within the numerous individual Schools, Faculties, Departments and other academic units as listed at <http://www.cam.ac.uk/colleges-and-departments/departments-a-z> and/or by each of the administrative offices listed at <http://www.admin.cam.ac.uk/offices/>. The University has estimated that the time required to determine the extent to which all of the information is held and thereafter to locate, retrieve and extract it would considerably surpass 18 hours of staff time charged at £25 per hour, and therefore that your request exceeds the appropriate limit of £450 as set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

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UNIVERSITY OF CAMBRIDGE

Registry's Office

Mindful of our duty under section 16(1) of the Act to advise and assist you, we alert you to the websites <https://www.information-compliance.admin.cam.ac.uk/data-protection>, <https://help.uis.cam.ac.uk/service/security> and <https://www.environment.admin.cam.ac.uk/policy> (including linked pages in each case), which contain detailed information about these topics.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request an internal review of this decision, you should contact us quoting the reference number above. The University would normally expect to receive your request for an internal review within 40 working days of the date of this letter and reserves the right not to review a decision where there has been undue delay in raising a complaint. If you are not content with the outcome of your review, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the University. The Information Commissioner may be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (<https://ico.org.uk/>).

Yours sincerely,

Zoe Allwood